



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: INFORMATON: Approval of Attendance Date: March 4, 2004
at the Professional Women Controllers
Conference

From: Manager, Labor/Employee Relations and Reply to
Workforce Development Branch, ASW-16 Attn of:

To: Division Managers and Staff Offices

The regional conference of the Professional Women Controllers (PWC), is scheduled for March 16 – 17, 2004, in Hot Springs, Arkansas. As you see from the attached letter, the conference has been designated a training conference under FAPM Chapter 5, paragraph 5.13. Attendance at this training conference requires advance supervisory approval as required by HRPD Chapter 5, paragraph 5.9 for all learning and development events. The level of support is determined by the LOB and could range from paying travel and per diem to providing only administrative time for the training. It has been the practice of the Human Resource Management Division to provide administrative time for employees approved for attendance for training.

If you have questions, please contact Mamie Harley at 817-222-5895.

/s/

George L. Taylor

Attachment

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